

Weekly Report for Week Ending 14 May 1958
from
Records Disposition Branch

1. Contributions

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✓ a. Office of the DD/S [REDACTED]

The revised Records Control Schedule has been approved by Records Management Staff and forwarded to the ARO for implementation. A total of 57 cubic feet of records are covered by the schedule under 25 separate items. The schedule was revised to incorporate the records of the Regulations Control Staff which was transferred from the Management Staff within the past year. Project is complete.

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✓ b. Office of the DD/I [REDACTED] 25X1A9a

At the request of Mr. [REDACTED], two items on their Records Control Schedule were revised to permit destruction.

✓ c. Assisted in the transfer of two cubic feet of inactive records from DD/S Emergency Planning Officer to the Record Center. 25X1A9a [REDACTED]

2. Assignments

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a. OTR - Records Control Schedule [REDACTED]

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✓ Mr. [REDACTED] and OTR Records Officer are auditing Records Control Schedule at [REDACTED] 25X1A9a

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b. Records Management Survey - Office of DCI [REDACTED]

Draft of report is completed and is now being typed in final form.

✓ c. File Systems - ORR Staffs [REDACTED] 25X1A9a

Installation has started in the Office of the Chief, Intelligence Information Staff. Temporary delay due to Mr. [REDACTED] being temporarily assigned to the Records Center.

d. Map Library Division, ORR [REDACTED] 25X1A9a

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No change from previous report. 25X1A9a

✓ e. Acquisitions Branch Library, OCR [REDACTED]

No change from previous report.

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- f. Comptroller/Machine Records Division [REDACTED]

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The CIA Safety Officer has indicated that the floor in room 123 [REDACTED] must be shored before installing shelving. Miss [REDACTED] will be away for two weeks so no action can be taken until she returns.

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- g. Budget Office/Office of Communications [REDACTED]

This project has been suspended for a two week period.

- ✓ h. Legislative Counsel [REDACTED]

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A form for recording contacts with members of Congress has been developed and submitted for comment. It has also been suggested to them that the form be used on a trial basis. A decision from them is expected today.

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- i. Records Management Survey/Office of Personnel [REDACTED]

Survey and fact finding is now underway.

3. Vital Materials

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- a. Mr. [REDACTED] attended the first meeting of the newly formed OCR Operating Committee. The first task for this committee, composed of representatives from each OCR division, is to review their current Vital Materials Program and develop a Vital Materials Deposit Schedule. Mr. [REDACTED], chairman for this committee, emphasized the importance of carefully reviewing the current availability register to accomplish the withdrawal or destruction of non-vital deposits. He also stressed the importance of establishing retention periods, where feasible, which would authorize the automatic destruction of non-current vital materials in the future. Members of this committee will visit the repository on Thursday, 15 May.

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- b. Meetings were held with several area records officers to discuss revision of Vital Materials Deposit Schedules. Presently OO, OO/C, [REDACTED] OCR, Personnel and ORR are preparing revised schedules. It is hoped that all schedules will be revised prior to this year's Operation Alert.
- c. Microfilming of Vital Materials in OSI and Personnel continues.
- d. Due to camera difficulties, it will be necessary to refilm one of the files previously filmed in the Office of the Comptroller.
- e. Although the microphotographers have been very busy for the past six months they have been able to keep on schedule and our micro-filmed VM collection should be current for this year's exercise.

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f. Mrs. [REDACTED] Communications office, and Messrs
25X1A9a [REDACTED] ORR/Map Division, accompanied last weeks
trip to the repository.

4. News 25X1A9a

a. Mr. [REDACTED] are assigned temporarily
to the Records Center to assist in the move to the new addition.

[REDACTED]

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